



JOB DESCRIPTION

JOB TITLE: Police Officer

DEPARTMENT: Police Department

REPORTS TO: Police Sergeant

DATE: April, 2009

EMPLOYEE UNIT: POA

Supersedes: August, 1997

FLSA EXEMPT: No

JOB SUMMARY: Under direct supervision of a Police Sergeant, the police officer provides all aspects of general law enforcement services to the community.

CLASS CHARACTERISTICS: This is a sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. Principal duties include response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform in a community oriented, problem solving approach to policing.

Police officers who have completed their probationary period and develop superior skills in a variety of law enforcement functional areas may also be assigned to special duties in addition to their principle duties. Special Assignments include specific functions which require increased training, responsibility, and accountability to maintain skills to produce specific services to the department and the community. There is also an increased expectation that officers may be subject to call out to perform these duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Sergeant, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Patrols a designated area in a radio vehicle to ensure the security of life and property.
2. Answers emergency calls regarding law enforcement matters, enforces City, County or State laws and ordinances or requests assistance as required.
3. Secures information from parties at an incident scene and follows through on investigations.

4. Makes arrests and collects and preserves evidence at a crime scene.
5. Maintains accurate records and writes accurate and timely incident or crime reports.
6. Works with other investigative and legal personnel and presents evidence in court.
7. Answers citizen inquiries and attempts to resolve problems or refer citizens to other agencies or individuals who can provide desired assistance.
8. Directs traffic at emergency or congested situations.
9. Serves warrants and subpoenas.
10. Assists with crime prevention, public education, and acts in collaboration with other community organizations.
11. Utilizes computer equipment to access information and complete reports.
12. Contacts and cooperates with other law enforcement agencies in matters relating to investigation of crime and the apprehension of criminals.
13. Provides information to and answers inquiries from the general public.
14. Examples of special assignment duties include but are not limited to:
 - a) Designated to provide field training to recruit officers, structured training to department personnel.
 - b) Designated to conduct complex investigations involving major crimes or traffic incidents which are beyond the scope of the principle duties of a police officer.
 - c) Designated to provide special enforcement and customer services to intervene in special community problems such as crime in the schools, youth gangs, narcotics trafficking and the like.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or the equivalent AND completion of 60 semester units of college with major course work in police science, police administration, public administration or another field related to the work.
2. One year experience as a Police Officer or Reserve Officer may be substituted for 30 semester units of the required education.
3. Completion of the Police Officer Standards and Training Basic Academy.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Must possess a valid first aid/CPR certification.

Other Requirements:

1. Must be 20 ½ years of age at time of appointment as a police officer.
2. Must be a U.S. citizen or a resident alien who is eligible and has applied for citizenship.
3. Must be able to meet written, physical, psychological, and background standards set by P.O.S.T.
4. Must be willing to work various hours, rotating shifts, weekends and holidays, and be available for callback. Officers designated to special assignments may be required to work flexible schedules.
5. Bilingual English/Spanish highly desirable.

Knowledge of:

1. Basic law enforcement terminology and concepts.
2. Techniques for dealing with varied groups of people, particularly in circumstances where relations may be strained.
3. Standard record keeping and report writing procedures and techniques.

Skill in:

1. Observing and accurately recalling places, names, faces and incidents.
2. Understanding and following oral and written directions.
3. Interpreting and applying complex laws, procedures and policies.
4. Use of common office software including Microsoft Office and specialized law enforcement software.
5. Making rapid, sound independent judgment within legal and procedural guidelines.
6. Providing outstanding customer satisfaction (internally and externally).
7. Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.
8. Maintaining accurate records and preparing clear, concise and competent reports.

Ability to:

1. Quickly learn the policies, procedures and performance standards pertaining to the work.
2. Think and act quickly in emergencies and evaluating situations and people accurately.
3. Quickly learn and retain complex laws, codes and case law pertaining to law enforcement duties.
4. Use discretion effectively to determine a proper course of action consistent with a community-oriented, problem solving approach to policing.
5. Establish and maintain effective working relationships with those contacted in the course of the work.

6. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 10% indoors and 90% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.